



START NETWORK

Position: Hub Coordinator
Location: South Sudan Hub Juba-Secretariat Office
Reports to: Program Manager
Provide Direct Supervision of Hub activities
Duration: Two Years



Organization's Background:

TITI Foundation (TF) is a local National NGO working with Start Network and supports programs that are aimed at helping the Deprived; Excluded and Vulnerable populations can improve their lives and have the opportunity to become resilient leaders who bring lasting and positive change in their communities. The organization is looking for self-driven individuals who want to exercise their abilities and knowledge out of their hearts to serve the disadvantaged and the community.

Purpose of the Position:

TITI Foundation is hosting the secretariat for the South Sudan Hub, linked to the global START Network. The Hub has a focus on localisation including areas of humanitarian funding, innovation, advocacy and anticipatory action. This post holder will be responsible for delivering on the strategy of the South Sudan Hub, under the oversight of the Hub Steering Committee, including the development of the hub, its vision, strategy, and infrastructure; coordination and oversight of Hub-led programs; facilitating engagement of Hub members and wider stakeholders; coordination with the Start Network and supporting the Hub to learn, reflect and adapt as it works to change the humanitarian system. The incumbent shall provide the operational and management direction needed to successfully promote the South Sudan Start Hub activities.

Key Duties and Responsibilities:

Drive forward the Hub Incubation process, under the oversight of the Steering Committee

- Facilitate the Hub Steering Committee and Hub members to strategically design and develop the necessary infrastructure for a strong and effective Hub and implement those decisions to build and establish the infrastructure in line with those strategic decisions.
- Formalize the Hub governance structure under the direction of the Moderating Team (MT,) by developing clear governance documents, policies, and structures. Provide effective support to the governance structures, including organizing meetings, delivering on agreed actions, ensuring a clear record of decisions, and transparent communications with relevant stakeholders.
- Ensure the Hub is progressing along its aims and targets, including facilitating the Steering Committee to develop a roadmap/plan for progression through Hub Incubation, working to deliver and report on plans, and working with the Steering Committee to adapt, learn and pivot as necessary.
- Timely reporting to the Steering Committee or its delegated authority.



- Ensure that Hub development activities, including due diligence, reporting are successfully carried out;
- Ensure that the Hub meetings are scheduled and conducted every month.
- Support membership intake & engagement; engagement with Start Network and other Hubs.
- Facilitate effective communication at all levels between the secretariat members and other departments and organisations.
- Lead the development of and implementation of a business development strategy and plan, under the oversight of the Steering Committee or delegated authority.
- Actively engage with donors and develop funding proposals to raise funds for the Hub.
- Facilitate the Steering Committee or delegated authority to develop a clear and effective financial and business model for the Hub, supported by the Start Network
- Collaborate, coordinate, and engage with the Start Network's Network Development Team and wider network of peer Hubs to feed into the design, learning, and development of the Hub model, as well as coordinating technical support from the Start Network and peer Hubs to support the South Sudan Hub. This includes attending cross-hub meetings and feeding back information to relevant decision makers; engaging in learning, reflection, and co-design opportunities; proactively engaging with Start Network and fellow Hubs and their secretariat staff.

Coordinate Hub programme management and ensure alignment with Hub Strategy

- Support the Hub to design and develop programs and collaborate with and oversee programme staff to ensure strong planning and reporting on programme delivery. Ensure programs are align with Hub strategy and work to further the Hub vision.
- Ensure compliance with donor contracts and policies by way of planning, implementing, and preparation of reports;
- Coordinate the Secretariat and affiliate organizations to adhere to procurement, administrative, financial, and other essential policies;
- Monitor and manage organizational risks related to contract compliance
- Facilitate and coordinate all events and activities of the hub.

Engage with wider stakeholders in line with the vision and mission of the Hub and support membership intake and engagement

- Support the hub to engage, coordinate and build strategic alliances and partnerships with government officials, the private sector, community leaders, NGOs, and other key stakeholders. Engage with existing networks or coalitions to develop synergies and momentum for change.
- Represent the Start Hub in forums related to development within the area of jurisdiction.



- Develop communications and advocacy materials to improve the visibility and understanding of the hub, its vision, and its achievements.
- Manage membership intake processes under the direction of the MTO or delegated body (i.e., Membership Committee). This includes:
 - Developing required membership strategy or policy documents
 - Setting a direction and scope for each membership intake
 - Running a call for membership, engaging with interested potential members, and managing the application process and selection
 - Liaising with Start Network on relevant due diligence and membership processes, which may include scoping a local due diligence provider
- Ensure strong, transparent, and collaborative engagement with Hub members, including:
 - Developing and implementing a membership engagement strategy
 - Serving as a point of contact for members' queries, concerns and needs
 - Escalating membership concerns or complaints as necessary
 - Ensuring strong and consistent communication with members and connecting them with opportunities from Start Network and Peer Hubs.
 - Collaboration with Start Network's membership and governance team to support alignment and shared ways of working.
- Ensure that grant-funded interventions within the Hub meet or exceed donor performance and compliance expectations.

Other Competencies / Attributes:

This is a high-level position and the person is expected to possess the following competencies: -

- Outstanding oral and written communication and relationship skills
- Have the ability to work under pressure with minimum supervision.
- High-level of credibility and integrity.
- Leadership qualities.
- Strategic thinking.
- Problem-solving and analysis skills.
- Performance management.
- Result-driven management.
- Innovativeness



- Communication proficiency and financial management skills

Minimum Qualification and Experience

- Hold a Bachelor's Degree in Project Management, Community Development, Social Sciences or a related subject from a recognized institution.
- Experience and/or understanding in managing complex networks and humanitarian coordination.
- Demonstrated ability to liaise with high-level stakeholders, including government and donors.
- Demonstrated skill sets in networking and facilitation.
- Understanding of and experience in developing governance, policy setting, and compliance measures.
- At least five (5) years' experience in designing, planning, implementing, supervising, and reporting on integrated development, relief and/or advocacy projects.
- At least 3 years of experience as a manager with an extensive understanding of project monitoring and evaluation frameworks
- The holder of this position must be results-oriented leader who can handle a heavy workload as well as manage and satisfy multiple and at times conflicting donor and other stakeholder demands. He /she must also handle public relations and be a strong team player.

How to apply:

Reporting to:

Interested and qualified candidates may submit their letters of application, updated Curriculum Vitae (maximum 3 pages) with daytime contacts, a list of three (3) referees including their phone contacts and email quoting the vacancy number, current and expected salary to the address below through titifoundationss@gmail.com

**THE HUMAN RESOURCE OFFICER,
TITI FOUNDATION,
P.O. BOX: Nyakuron West Road, Opposite Jehovah Witness
Juba, South Sudan.**



The deadline for applications is 8th May 2023. The position is open to Nationals and Non-Nationals of South Sudan and Only short-listed candidates will be contacted.

